

RFP "CS" SERIES

R E Q U E S T F O R P R O P O S A L S

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT

CS-3 PROPOSAL FORMS

Issued: August 15, 2005

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Dennis Prouty, Director
Richard Johnson, Legal Services
Division Director
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REQUEST FOR PROPOSALS (FORMS CS-3)

PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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CS-3

PROPOSAL FORMS

ITEM #1: PROPOSAL FORM FOR THE ACTS

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE ACTS (C-2 ITEM #1). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

I. BID AMOUNT

- A. *Contract Price Based on Production and Delivery of Books (and Production Items).*** The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. *See Contract Form, Item #1, Parts VII through IX.*
- B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 3,500 books by assuming that each book has 1,216 pages with 38 signatures each containing 32 pages.

Ordinary Order of Books Estimated Number of Signatures

Number of Books	Signature Form	Signature Count	Bid Amount
3,500	32-page	38	\$ <u>37,800.00</u>



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C. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #1, Part XI, Paragraph C," Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

Basis for Adjustment (Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>25.00</u>
Replating	\$ <u>150.00</u>

Basis for Adjustment (Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	38	\$ <u>0.284</u>	\$ <u>0.283</u>
Actual Number of Signatures (Adjusted Signature Count)	Each Additional 32-page Signature		\$ <u>0.290</u>	\$ <u>0.289</u>
	Each Additional 16-page Signature		\$ <u>0.288</u>	\$ <u>0.286</u>
	Each Fewer 32-page Signature		\$ <u>0.279</u>	\$ <u>0.278</u>
	Each Fewer 16-page Signature		\$ <u>0.285</u>	\$ <u>0.283</u>



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PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must breakdown the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
 - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.

Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Breakdown Divisions			Description	Amount
Book Production			That part of the bid amount which does not account for the packaging and shipment of books.	<u>\$32,260.00</u>
Book Delivery			That part of the bid amount which accounts for the packaging and shipment of books.	<u>\$5,540.00</u> Pkg - \$684.00 Shp - \$4,856.00
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building.	<u>\$2,827.00</u> Pkg - \$492.00 Shp - \$2,335.00
	Special Delivery	Judicial Distribution	That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.	<u>\$2,713.00</u> Pkg - \$192.00 Shp - \$2,521.00



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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B. Divisions Based on Production Materials and Workmanship. Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
- 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,216 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.

Production Materials and Workmanship

Production Materials	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100 Book Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-page	38	\$ <u>13,734.00</u>	\$ <u>3.89</u>
Page Paper and Ink Estimated Signature Count	32-page	38	\$ <u>10,442.00</u>	\$ <u>2.99</u>
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$ <u>283.75</u>	\$ <u>0.081</u>
	Each Additional 16-page Signature		\$ <u>283.75</u>	\$ <u>0.081</u>
	Each Fewer 32-page Signature		\$ <u>269.00</u>	\$ <u>0.081</u>
	Each Fewer 16-page Signature		\$ <u>274.80</u>	\$ <u>0.079</u>



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Production Materials and Workmanship (Cont.)

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100-Book Overrun)
	Form	Count		
Estimated Signature Count	32-page	38	\$ 8,084.00	\$ 2.27
Adjusted Signature Count	Each Additional 32- page Signature		\$ 221.00	\$ 0.062
	Each Additional 16- page Signature		\$ 215.00	\$ 0.060
	Each Fewer 32- page Signature		\$ 206.00	\$ 0.058
	Each Fewer 16- page Signature		\$ 212.00	\$ 0.059

III. PRODUCTION MATERIALS SPECIFICATIONS

- A. Detailed Specifications.** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable



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Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" ¹	Custom Supreme	Manufactured by Nexfor Fraser Papers, Inc.
Size	7.25" X 10.50"	7.25" X 10.50"	No Alternative Acceptable
Color	Cream	Cream	
Finish	English & Smooth	English & Smooth	
Brightness	80	80	
Opacity	88	89	State seeking more opaque paper
Basis Weight (#)	35	40	Heavier, more opaque paper
PPI	800	736	Thicker paper being used
Minimum % of Postconsumer Recycled Materials	30	30	
pH Content	7 or 7.5	7 – 7.5	

¹ Manufactured by Nexfor Fraser Papers Inc.



Production Materials (Cont.)

B. *Alternative Explained.* If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

[illegible]



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IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Acts, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:

Bidder's Business

Category		Bidder Information
Business Name		Matthew Bender & Company, Inc., a member of the LexisNexis Group
Principal Place of Business	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
State of Incorporation		New York
Federal ID Number		14-0499170



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% <u> X </u>
	Principal Place of Production Street Address	
	City and Zip Code	
Out-of-State Production	Principal Place of Production Street Address	1145 Conwell Avenue
	City, State, and Zip Code	Willard, Ohio 44890
	Secondary Place of Production Street Address	136 Carlin Road
	City, State, and Zip Code	Conklin, New York 13748

- C. *Subcontractors.*** Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes X No



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First Subcontractor (Production of Production Items and Books)²

Category		Bidder Information
Name		RR Donnelley
Principal Place of Production	Street Address	1145 Conwell Avenue
	City, State, and Zip Code	Willard, Ohio 44890
Percent of Total Production		<u>95</u> %
Type of Production		Prepress, Press, and Binding
Qualifications		RR Donnelley is one of the largest and most competent printers in the country. They often work with publishers to handle their printing needs. For each of the last five years, RR Donnelley has been ranked number one in the printing industry by Fortune Magazine.

Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		United Parcel Service (UPS)
Principal Place of Production	Street Address	55 Glenlake Parkway NE
	City, State, and Zip Code	Atlanta, GA 30328

² The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



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Second Subcontractor (Delivery of Production Items) (Cont.)

Category		Bidder Information
Percent of Total Production		<u>100</u> %
Type of Production		Delivery of production items to the Agency from LexisNexis
Qualifications		Nationally known courier

Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		Roadway Express
Principal Place of Production	Street Address	1077 Gorge Boulevard
	City, State and Zip Code	Akron, OH 44309
Percent of Total Production		<u>90</u> %
Type of Production		Delivery of bulk shipment of finished books
Qualifications		Nationally known carrier



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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- D. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes _____ No X

Iowa Statutory Publications

Publication	Each Year Bidder Produced a Publication				
Iowa Acts					
Code of Iowa					
Code Supplement					

Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes X No _____



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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First Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	Laws of North Dakota 2005 Edition
Customer	Name	North Dakota Legislative Council
	Street Address	State Capitol, 600 East Boulevard
	City, State, and Zip Code	Bismarck, North Dakota 58505
Work	Products and Services Furnished	Print, bound, and delivered the 2005 session laws
	Percent of Total Production	<u>100</u> %
Customer Reference	Name	John Walstad
	Title	Code Reviser
	Telephone Number	701-328-2916
	E-mail Address	jwalstad@state.nd.us



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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Secondary Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	Code of Virginia 2005 Supplement
Customer	Name	Virginia Division of Legislative Services
	Street Address	910 Capitol Street
	City, State, and Zip Code	Richmond, Virginia 23208
Work	Products and Services Furnished	Edited, printed, bound, and delivered the 2005 Supplement to the Code of Virginia
	Percent of Total Production	<u>100</u> %
Customer Reference	Name	E. M. Miller
	Title	Director
	Telephone Number	804-786-3591
	E-mail Address	EMiller@leg.state.va.us



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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- E. ***Bidder Contact Persons.*** Provide information about persons responsible for answering questions regarding the bidder's proposal:

Primary Contact Person

Category		Bidder Information
Personal Information	Name	Joseph Dougherty
	Title	Associate Director Government Relations & Contracts
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact Information	Telephone Number	434-972-7614
	E-mail Address	joe.dougherty@lexisnexis.com
	Pager Number (if any)	434-604-0352

Secondary Contact Person

Category		Bidder Information
Personal Information	Name	Leigh R. Trippe
	Title	Vice President Government Relations & Contracts
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	434-972-7660
	E-mail Address	leigh.trippe@lexisnexis.com
	Pager Number (if any)	

- F. Bidder's Production and Delivery Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #1, Part X, Paragraph "B."*

Principal Manager

Category		Bidder Information
Personal Information	Name	Melissa Price-Howell
	Title	Manager Statutory Editorial Operations
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, VA 22902
Contact Information	Telephone Number	434-972-7033
	E-mail Address	melissa.price@lexisnexis.com
	Pager Number (if any)	



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Alternative Manager

Category		Bidder Information
Personal Information	Name	Brian Kennedy
	Title	Director of Practice Area
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, VA 22902
Contact Information	Telephone Number	434-972-7643
	E-mail Address	brian.kennedy@lexisnexis.com
	Pager Number (if any)	

- G. Authorized Representative (Contract).** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

Negotiating Representative

Category		Bidder Information
Personal Information	Name	Ann C. Fullenkamp
	Title	Vice President
Contact Information	Telephone Number	937-554-5973
	E-mail Address	ann.fullenkamp@lexisnexis.com



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.



REQUEST FOR PROPOSALS (FORMS CS-3)

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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

Signature of Authorized Representative

<hr/>	<hr/>	<hr/>
Signature	Title	Date
	Vice President	09/12/05



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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VIII. ATTACHMENTS

- A. Sample -- Paper Stock.** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and
Submit a Full-Page Sample as Part of the Proposal



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Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here

The cover sample attached here is representative only. The cover specified is a made-to-order color manufactured by ICG Holliston. Please see the explanatory letter from ICG Holliston behind the tab "Cover Samples" regarding the supply of the cover fabric.



REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Matthew Bender & Company, Inc., a member of LexisNexis Group
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CS-3 **PROPOSAL FORMS**

ITEM #2: PROPOSAL FORM FOR THE CODE SUPPLEMENT

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE CODE SUPPLEMENT (C-2 ITEM #2). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

I. BID AMOUNT

A. *Contract Price Based on Production and Delivery of Books (and Production Items).*

The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. See *Contract Form, Item #2, Parts VII through IX*.

B. *Estimation.* The bid amount accounts for the production and delivery of the ordinary order of 4,200 books by assuming that each book has 1,248 pages with 39 signatures each containing 32 pages.



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Ordinary Order of Books

Estimated Number of Signatures

Number of Books	Signature Form	Signature Count	Bid Amount
4,200	32-page	39	\$ <u>33,900.00</u>

C. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #2, Part XI, Paragraph C," Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

Basis for Adjustment

(Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>25.00</u>
Replating	\$ <u>125.00</u>



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Basis for Adjustment (Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	39	\$ <u>0.207</u>	\$ <u>0.206</u>
Actual Number of Signatures (Adjusted Signature Count)	Each Additional 32-page Signature		\$ <u>0.210</u>	\$ <u>0.209</u>
	Each Additional 16-page Signature		\$ <u>0.209</u>	\$ <u>0.208</u>
	Each Fewer 32-page Signature		\$ <u>0.201</u>	\$ <u>0.200</u>
	Each Fewer 16-page Signature		\$ <u>0.205</u>	\$ <u>0.204</u>

II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must break down the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
 - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.



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Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Break Down Divisions			Description	Amount
Book Production			That part of the bid amount which does not account for the packaging and shipment of books.	<u>\$28,832.00</u>
Book Delivery			That part of the bid amount which accounts for the packaging and shipment of books.	<u>\$5,068.00</u> Pkg - 766.50 Shp - \$4,301.50
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building.	<u>\$2,736.62</u> Pkg - \$528.00 Shp - \$2,208.37
	Special Delivery	Legislative Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the members and staff of the Iowa General Assembly	<u>\$600.38</u> Pkg - \$79.50 Shp - \$520.88
		Judicial Distribution	That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.	<u>\$1,731.00</u> Pkg - \$159.00 Shp - \$1,572.25

B. Divisions Based on Production Materials and Workmanship. Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
- 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,248 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.



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Production and Workmanship Materials

Production Materials	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-pages	39	\$ <u>4,736.60</u>	\$ <u>1.10</u>
Page Paper and Ink Estimated Signature Count	32-pages	39	\$ <u>14,209.80</u>	\$ <u>3.38</u>
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$ <u>371.50</u>	\$ <u>0.088</u>
	Each Additional 16-page Signature		\$ <u>371.50</u>	\$ <u>0.088</u>
	Each Fewer 32- page Signature		\$ <u>357.25</u>	\$ <u>0.085</u>
	Each Fewer 16- page Signature		\$ <u>364.35</u>	\$ <u>0.087</u>

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Estimated Signature Count	32-page	39	\$ <u>9,885.60</u>	\$ <u>2.32</u>
Adjusted Signature Count	Each Additional 32-page Signature		\$ <u>257.20</u>	\$ <u>0.060</u>
	Each Additional 16-page Signature		\$ <u>253.60</u>	\$ <u>0.059</u>
	Each Fewer 32- page Signature		\$ <u>242.90</u>	\$ <u>0.057</u>
	Each Fewer 16- page Signature		\$ <u>246.50</u>	\$ <u>0.058</u>



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III. PRODUCTION MATERIALS SPECIFICATIONS

- A. *Detailed Specifications.*** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" ³	Custom Supreme	Manufactured by Nexfor Fraser Papers, Inc.
Size	7.25" X 10.50"		No Alternative Acceptable
Color	Cream	Cream	
Finish	English & Smooth	English & Smooth	
Brightness	80	80	
Opacity	88	89	State seeking more opaque paper
Basis Weight (#)	35	40	Heavier, more opaque paper

³ Manufactured by Nexfor Fraser Papers Inc.



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Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
PPI	800	736	Thicker paper being used.
Minimum % of Postconsumer Recycled Materials	30	30	
pH Content	7 or 7.5	7 – 7.5	

Cover & Spine	Detailed Specifications		
	Contract Form	Proposal	Explanation if Different
Book Size	7.25" X 10.50"		No Alternative Acceptable
Nonrigid Material	17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). ⁴	17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). ⁵	

- B. *Alternative Explained.*** If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

⁴ Manufactured by FiberMark.

⁵ Manufactured by FiberMark.



Explanation



By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Code Supplement, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Code Supplement, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:



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Bidder's Business

Category		Bidder Information
Business Name		Matthew Bender & Company, Inc., a member of LexisNexis Group
Principal Place of Business	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
State of Incorporation		New York
Federal ID Number		14-0499170

- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% <u>X</u>
	Principal Place of Production	
	Street Address	
Out-of-State Production	City and Zip Code	
	Principal Place of Production	1145 Conwell Avenue
	Street Address	
	City, State, and Zip Code	Willard, Ohio 44890
	Secondary Place of Production	136 Carlin Road
	Street Address	
	City, State, and Zip Code	Conklin, New York 13748



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- C. Subcontractors.** Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes X No

First Subcontractor (Production of Production Items and Books)⁶

Category		Bidder Information
Name		RR Donnelley
Principal Place of Production	Street Address	1145 Conwell Avenue
	City, State, and Zip Code	Willard, Ohio
Percent of Total Production		<u> 95 </u> %
Type of Production		Prepress, Press, and Binding
Qualifications		RR Donnelley is one of the largest and most competent printers in the country. They often work with publishers to handle their printing needs. For each of the last five years, RR Donnelley has been ranked number one in the printing industry by Fortune Magazine.

⁶ The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.



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Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		United Parcel Service (UPS)
Principal Place of Production	Street Address	55 Glenlake Parkway NE
	City, State, and Zip Code	Atlanta, GA 30328
Percent of Total Production		<u>100</u> %
Type of Production		Delivery of production items to the Agency from LexisNexis
Qualifications		Nationally known courier

Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		Roadway Express
Principal Place of Production	Street Address	1077 Gorge Boulevard
	City, State and Zip Code	Akron, OH 44309



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Third Subcontractor (Delivery of Books)

(Cont.)

Category	Bidder Information
Percent of Total Production	<u>90</u> %
Type of Production	Delivery of bulk shipment of finished books
Qualifications	Nationally known carrier

- C. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes _____ No X

Iowa Statutory Publications

Publication	Each Year Bidder Produced a Publication				
Code Supplement					
Code of Iowa					
Iowa Acts					



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Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes X No

First Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	Laws of North Dakota 2005 Edition
	Name	North Dakota Legislative Council
Customer	Street Address	State Capitol, 600 East Boulevard
	City, State, and Zip Code	Bismarck, North Dakota 58505
Work	Products and Services Furnished	Print, bound, and delivered the 2005 session laws
	Percent of Total Production	<u>100</u> %
Customer Reference	Name	John Walstad
	Title	Code Reviser
	Telephone Number	701-328-2916
	E-mail Address	jwalstad@state.nd.us



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Secondary Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	Code of Virginia 2005 Supplement
	Name	Virginia Division of Legislative Services
Customer	Street Address	910 Capitol Street
	City, State, and Zip Code	Richmond, Virginia 23208
	Products and Services Furnished	Edited, printed, bound, and delivered the 2005 Supplement to the Code of Virginia
Work	Percent of Total Production	<u>100</u> %
	Name	E. M. Miller
Customer Reference	Title	Director
	Telephone Number	804-786-3591
	E-mail Address	EMiller@leg.state.va.us



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- E. Bidder Contact Persons.** Provide information about persons responsible for answering questions regarding the bidder's proposal:

Primary Contact Person

Category		Bidder Information
Personal Information	Name	Joseph Dougherty
	Title	Associate Director Government Relations & Contracts
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact Information	Telephone Number	434-972-7614
	E-mail Address	joe.dougherty@lexisnexis.com
	Pager Number (if any)	434-604-0352

Secondary Contact Person

Category		Bidder Information
Personal Information	Name	Leigh R. Trippe
	Title	Vice President Government Relations & Contracts
Business Location	Street Address	701 E Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902



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Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	434-972-7660
	E-mail Address	leigh.trippe@lexisnexis.com
	Pager Number (if any)	

- F. Bidder's Production and Delivery Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #2, Part X, Paragraph "B."*

Principal Manager

Category		Bidder Information
Personal Information	Name	Melissa Price-Howell
	Title	Manager Statutory Editorial Operations
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact Information	Telephone Number	434-972-7033
	E-mail Address	melissa.price@lexisnexis.com
	Pager Number (if any)	



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Alternative Manager

Category		Bidder Information
Personal Information	Name	Brian Kennedy
	Title	Director of Practice Area
Business Location	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact Information	Telephone Number	434-972-7643
	E-mail Address	brian.kennedy@lexisnexus.com
	Pager Number (if any)	

- G. Authorized Representative (Contract).** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

Negotiating Representative

Category		Bidder Information
Personal Information	Name	Ann C. Fullenkamp
	Title	Vice President
Contact Information	Telephone Number	937-554-5973
	E-mail Address	ann.fullenkamp@lexisnexus.com



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VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this RFP.



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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

Signature of Authorized Representative

<hr/>	<hr/>	<hr/>
Signature	Vice President Title	09/12/05 Date

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VIII. ATTACHMENTS

- A. *Sample -- Paper Stock.*** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and
Submit a Full Page Sample as Part of the Proposal



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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here

The cover sample attached here is representative only. The cover specified is a made-to-order color manufactured by FiberMark. Please see the explanatory letter from FiberMark behind the tab "Cover Samples" regarding the supply of the cover material.